



COUNTY OF LOS ANGELES

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January 31, 2005

To: Supervisor Gloria Molina, Chair
Supervisor Michael D. Antonovich, Chair Pro Tem
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: Jon W. Fullinwider *[Signature]*
Chief Information Officer

Subject: **COUNTYWIDE E-MAIL RETENTION POLICY INITIATIVE STATUS
REPORT AND PROPOSED PLAN OF ACTION**

On February 4, 2004, I informed your Board of my intent to convene a task force to examine issues relating to the County's e-mail usage and, more specifically, to develop a countywide policy that will serve to govern the retention of e-mail by all County departments.

On March 11, 2004, I advised your Board that I had assembled the Countywide E-mail Retention Policy Task Force, and scheduled an initial kick-off meeting on March 17, 2004. Subsequent meetings have been held with the following County departments participating:

- | | |
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| <input type="checkbox"/> Assessor | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Beaches & Harbors | <input type="checkbox"/> Human Relations Commission |
| <input type="checkbox"/> Board of Supervisors – Exec. Office | <input type="checkbox"/> Internal Services |
| <input type="checkbox"/> Chief Administrative Office | <input type="checkbox"/> Mental Health |
| <input type="checkbox"/> Chief Information Office | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Coroner | <input type="checkbox"/> Public Defender |
| <input type="checkbox"/> County Counsel | <input type="checkbox"/> Public Library |
| <input type="checkbox"/> District Attorney | <input type="checkbox"/> Public Social Services |
| <input type="checkbox"/> Children and Family Services | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Community and Senior Services | <input type="checkbox"/> Sheriff |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Superior Court |
| | <input type="checkbox"/> Treasurer/Tax Collector |

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As was indicated in my previous status report, a draft document entitled ***Countywide Guidelines for the Retention and Destruction of E-mail*** was developed and submitted to County Counsel for review to ensure that the provisions set forth in these guidelines were not in conflict with existing County policy, state and federal statutes (including HIPAA regulations) or current California or federal case law.

County Counsel has now completed its review and has provided me with a revised Guidelines document. That document has been circulated to the E-mail Retention Policy Task Force members with instructions to return comments for a follow-up meeting that will take place within the next 30 days in an effort to finalize the guidelines. When we achieve department agreement and finalize the document, it will be presented to the Department Heads and your Board for implementation throughout the County.

As indicated previously, I will continue to provide your Board with a project status report every 60 days until this effort concludes. If you have any questions or require additional information concerning this initiative, please contact me at (213) 974-2008, or in my absence, Earl Bradley, Associate CIO, at (213) 974-1712.

JWF:AB:ygd

c: Department Heads
 Department I/T Managers/CIOs
 Countywide E-mail Retention Policy Task Force Members